

Section 10.3.1 FUNCTIONS MENU**Time Tab - Bottom Tabs (Hours Entry or Hours by CB Entry Option)**

Purpose	This section provides the procedures for additional time entry functions available when adjusting hours under the Hours Entry or Hours by CB Entry option. These functions are accessed in Employee Data Collection Adjustments or Data Collection Adjustments, Time tab, bottom tabs.
Bottom Tabs	Coding Block, Comments, Pers Miles, Errors, Display, Cash NPA
Reminders	<p>1. The following bottom tabs are available:</p> <ul style="list-style-type: none"> ■ Coding Block Bottom Tab - Use to enter a coding block for a specific hours type. ■ Comments - Use to enter comments for a specific hours type. ■ Errors - Use to view reason for an error or warning. ■ Display - Use to view summary of time entered. ■ Cash NPA - Use to enter any local warrant payments (Net Pay Adjustments) made during the time period being adjusted. <p>The following applies to the Coding Block Tab</p> <p>2. The Coding Block bottom tab is provided to adjust the coding block information associated with hours entered when the Hours Entry option was selected to enter time. The Coding Block bottom tab is inactive when the Hours by CB Entry option was selected as entry is already by coding block.</p> <p>3. The cursor must be in the field with the hours associated with the coding block before clicking the coding block bottom tab. The Coding Block window brings forward (displays) the hours type and the number of hours from the entry window.</p> <p><i>Continued</i></p>

Additional Time Entry Functions

Reminders (Continued)	<p>The following applies to the Comments Bottom Tab</p> <p>3. The Comments bottom tab is provided to enter comments associated with a specific hours type (i.e., reason for sick leave usage or administrative leave.</p> <p>The following applies to the Errors Bottom Tab</p> <p>4. Timesheet validation occurs when a timesheet is saved or submitted. Errors or warnings will not display until the timesheet has been saved or submitted. A message will display to notify the user when errors or warnings were found.</p> <p>5. Errors must be corrected before the adjusted timesheet can be submitted. Warnings may be overwritten in DCDS and do not prevent the timesheet from being submitted.</p>
References	<i>Specific References</i>

Coding Block Bottom Tab

The following window is displayed when hours information has been entered and the Coding Block bottom tab is selected. The steps are described on the following page.

DCDS

File Edit Options Functions Params Reports Window Help

Data Collection Adjustment

Selection Time Activity Equipment Inventory Emp Info History

Ewald, Daria 590-10-2218 Eff Dt: 03/10/1986 PP EndDt: 01/25/1997 Ver: 6 Adj Type: DCH

Coding Blocks - 01/13/1997

Hours Type	Hours	AY	Index	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	Std
REG1	8.0												<input checked="" type="checkbox"/>

Hours entry Coding Block Comments Pers Miles Errors Display Cash NPA

Distrib Modify Submit Prev Used CB Delete Save Close

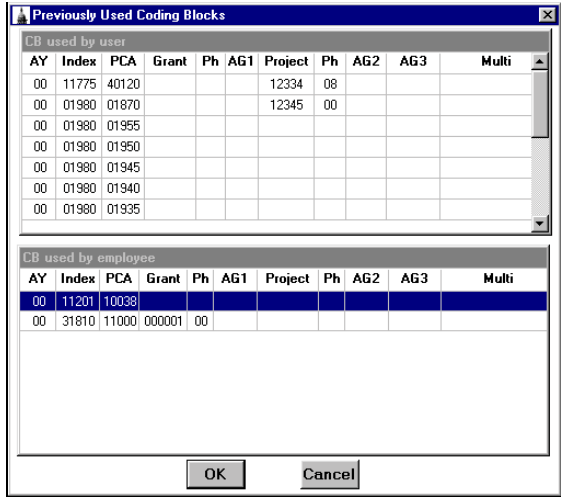
Ready

DCDS Input Procedures - Coding Block Bottom Tab

Follow the steps below to adjust coding block information for a specific hours type.

Step	Field Name	Action
1	Hours Type	<p>The hours type highlighted in the Hours Entry window will display. The cursor must be in the appropriate day of the week field for which the coding block is being charged before the CB button is clicked. This displays the hours type on the Coding Block window.</p> <p>Note: If adjusting another hours type associated with a different coding block, the user must go back to the hours entry window (click on the Hours Entry bottom tab) and place the cursor in the appropriate day of the week field for the next hours type.</p>
2	Hours	Adjust the number of hours to be charged to the coding block displayed.
3	Coding Block Elements	<p>To change the coding block elements, you must enter a 0 in the hours field and tab to the next available row. Enter the number of hours and select or enter the appropriate coding block elements from the dropdown list for which time is being charged.</p> <p>Note: The coding block elements that are displayed on the window will vary for each agency. If the standard coding block is being used, click on the Std field check box.</p>

Coding Block Bottom Tab

Step	Field Name	Action
4	Std	Click the Std (Standard) field to charge time to the employee's standard distribution. The coding block fields will be blank. A '✓' displays to indicate the standard coding block is being charged.
5	Prev Used CB button	<p>The following pop-up window is displayed listing the last 15 coding blocks entered and coding blocks used in the previous 4 pay periods. If time is to be charged to one of the coding blocks displayed, place the cursor in the row on the Hours Entry window where the coding block is to be placed. Select the coding block to be charged from the pop-up and double click on that row or highlight and click the OK button. The coding block will automatically be placed in the coding block fields on the Hours Entry window and time will then be charged to the coding block selected. Click the Cancel button to remove the Prev Used CB window.</p> 
6	Save button	To save all adjustment information entered, click on the Save button located at the bottom of the window (or press Alt + S).

Coding Block Bottom Tab

Step	Field Name	Action
7	Submit button	<p>If the adjusted timesheet is ready to be submitted, click on the Submit button at the bottom of the window (or press Alt + M) <i>or</i> do one of the following:</p> <ul style="list-style-type: none">■ To enter comments for adjusted hours, click on the Comments tab (follow the steps on next page).■ To adjust or display additional time and attendance, click on the appropriate tab(s).
8	Close button	Click on the Close button to exit the window (or press Alt + C).

Comments Bottom Tab

The following window is displayed when hours information has been adjusted and the Comments bottom tab is selected. The cursor must be in the day of the week field for which comments are being reported. The steps are described on the following page.

The screenshot displays the DCDS Data Collection Adjustment window. The title bar reads "DCDS". The menu bar includes File, Edit, Options, Functions, Params, Reports, Window, and Help. The window title is "Data Collection Adjustment". The bottom tabs are Selection, Time, Activity (highlighted), Equipment, Inventory, Emp Info, and History. The main area shows "Flack, Dorrie S" and "590-10-2405 Eff Dt: 05/10/1992 PP EndDt: 05/17/1997 Ver: 1 Adj Type:". Below this is a section titled "Comments - 05/05/1997". It contains a table with two columns: "Hours Type" (labeled 1) and "Comments" (labeled 2). The first row shows "ANLV" in the Hours Type column and "Employee reported sick leave in error. Should have used Annual Leave." in the Comments column. At the bottom, there is a row of buttons: Hours Entry, Loading Bloc, Comments (labeled 4), Pers Miles, Errors, Display, Cash NPA, Distrib, Modify, Submit, Prev Used CB, Delete, Save (labeled 3), and Close (labeled 5). The status bar at the bottom left says "Ready".

Hours Type	Comments
ANLV	Employee reported sick leave in error. Should have used Annual Leave.

DCDS Input Procedures - Comments Bottom Tab

Follow the steps below to enter comments for hours adjusted.

Step	Field Name	Action
1	Hours Type	<p>The hours type that is highlighted on the time tab will be displayed. Before the Comments button is clicked, place the cursor in the appropriate day of the week field (or hours type field when adjusting the Summary Entry window) for which the comment is being reported. This displays the hours type on the Comments window.</p> <p>Note: If adding another hours type for a different comment, the user must go back to the hours entry window (click on the Hours Entry bottom tab) and place the cursor in the next hours type field.</p>
2	Comments	Enter comments.
3	Save button	To save all information, click on the Save button located at the bottom of the window (or press Alt + S).
4	Submit button	If the adjusted timesheet is ready to be submitted, click the Submit button located at the bottom of the window. To adjust or display additional data collection adjustment information, click on the appropriate tab(s).
5	Close button	Click on the Close button to exit the window (or press Alt + C).

Errors Bottom Tab

The following window is displayed when Errors bottom tab is selected. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Data Collection Adjustment" and contains several tabs: Selection, Time, Activity, Equipment, Inventory, Emp Info, and History. The "Errors" tab is selected, displaying a table with columns: Hours, Error Type, Description, and Type. The table contains one entry: NA, 20010, W, Total hours reported does not match standard hours. Below the table is a row of buttons: Hours Entry, Coding Block, Comments, Pers Miles, Errors, Display, and Cash NPA. At the bottom are buttons: <=>, Distrib..., Modify, Submit, Save, and Close. The status bar at the bottom left shows "Ready".

Hours	Error Type	Description	Type
NA	20010	W	Total hours reported does not match standard hours.

DCDS Inquiry - Errors Bottom Tab

The following information is displayed:

Field Name	Description
Hours Type	The hours type that was entered on the time entry window.
Error No	Number of the type of error or warning found during validation process.
Type	Displays a “W” if a warning was found or “E” if an error was found during validation. Note: Time may be submitted with warnings, but errors must be corrected before the timesheet can be submitted.
Description	Reason why error/warning occurred.

Display Bottom Tab

The following window is displayed when the timesheet has been saved and the Display bottom tab is selected. The fields displayed are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Data Collection Adjustment

Selection Time Activity Equipment Inventory Emp Info History

Charlesworth, Wisteria A 590-10-1908 Eff Dt: 12/28/1986 PP EndDt: 09/18/1999 Ver: 2 Adj Type: DCGB

Time Entry Display

Name: Charlesworth Wisteria		SSN: 590-10-1908												
Date	Hours Type	Hours	AY	Index Code	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	STD
09/18/1999	REG1	70.0												<input checked="" type="checkbox"/>
	SKLV	8.0												<input checked="" type="checkbox"/>
Total :		78.0												
Grand Total :		78.0												


Hours Entry Coding Block Comments Pers Miles Errors Display Cash NPA

<=> Distrib... Modify Submit Save Close

Ready

DCDS Inquiry - Display Bottom Tab

The following information is displayed:

Field Name	Description
Name, SSN	The employee's name and Social Security Number.
Date	Each day of the pay period.
Hours Type	The hours type reported on the timesheet.
Hours	The number of hours reported on the timesheet.
Coding Block Elements	All coding block elements display. Note: All coding block elements display on the Time Entry Display window, even if they are blank. Only coding block elements that display for entry windows vary for each agency. If the standard coding block is being used, the Std field will be checked. Because the standard distribution may be defined as several different coding blocks, the coding block element fields will display blank. To view the standard coding block, click on the Emp Info tab then Std Distribution bottom tab.
Std	Displays a '✓' if the standard coding block was reported on the timesheet. Note: If the standard coding block was used, the coding block fields will be blank.
	Click on the 'Next' button to display a timesheet for the next highlighted employee in the Selection List.
Submit	If the timesheet is ready to be submitted, click the Submit button at the bottom of the window (or press Alt + M). To report or display additional time and attendance data, click on the appropriate tab(s).
Close button	Click on the Close button to exit the window (or press Alt + C).

Cash NPA Bottom Tab

The Cash NPA window is inactive. This type of adjustment may be done in the Human Resource Management Network (HRMN) system.